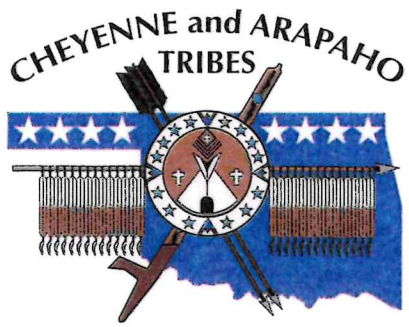


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION:	Executive Director	
PROGRAM:	Department of Health	
LOCATION:	Concho	
ISSUE DATE:	March 30, 2022	CLOSING DATE: Until Filled

Under the direct supervision of the Chief of Staff, the incumbent will supervise and direct all program directors and staff within the Department of Health, including Diabetes Wellness, Substance Abuse, Community Health Representatives, Tribal EMS Program, Health Education and / or other health related/directed programs created or funded under the Department of Health. Supervision of employees is to ensure implementation of program goals and objectives and services to clients.

DUTIES AND RESPONSIBILITIES:

- Delegates duties of workers as necessary to prevent a lapse of services to clients.
- With Technical assistance from the U.S. Department of Health and Human Services and Indian Health Service, develops general scope of federal programs by formulating the policies and procedures for the technical administration of the various health activities.
- Prepares grant applications and contract/grant renewal applications for various programs within the Department, including the Diabetes Wellness Program, Substance Abuse Program, Community Health Representatives Program, Tribal EMS Program, Health Education Program and/or other health related/directed programs created or funded under the Department.
- Conducts and compiles tribal health needs and implements health initiatives.
- Develops and implements tribal health codes.
- Presents annual reports on health to the tribal membership, and represents all health issues, including development of Federal, State, and local health policies which affect tribal members.
- Researches future initiatives to improve the overall health level of tribal members including but not limited to the following: initiating studies for the creation, establishment, implementation and ongoing health education of all ages; seek funding resources for future projects.
- Develops programmatic goals and objectives for the unique and special cultural needs of the members of the Cheyenne and Arapaho Tribes.

- Hires and assists in training and orientation of staff members for their respective positions. Updates position descriptions of staff annually, as necessary.
- Evaluates and analyzes department needs by developing quality assurance checks for all programs, implements quality improvement plans for departmental programs and services.
- Compiles and evaluates statistics for program reports and for program planning purposes.
- Submits required reports and/or correspondence to funding agencies to maintain compliance.
- Maintains department grant/contract files on all grants/contracts within the Department.
- Prioritizes and schedules training of all department personnel to enhance service provision quality.
- Receives department complaints and takes appropriate action.
- Performs other duties as assigned by Chief of Staff.

QUALIFICATIONS:

- Completion of Bachelor's in Health Administration or related field.
- Demonstrated basic professional competence in the health field.
- Knowledge of various laws related to the administration of the department programs.
- Ability to prioritize, manage and complete multiple tasks and responsibilities wherein time management and delegation skills are crucial.
- Knowledge of tribal and community resources for referrals of clients to most appropriate source of assistance.
- Possession of communication skills, written and oral, sufficient to interact with Indian and Non-Indian communities, other agencies and the general public.
- Ability to maintain a high level of confidentiality on all client matters and all other matters protected by the Privacy Act, HIPPA, as well as other confidentiality regulations.
- OSBI and criminal background check required to be adjudicated appropriately.
- Must possess a current Oklahoma Driver's License to operate a government owned vehicle.
- Prefer knowledge of Cheyenne and Arapaho/Native American cultures and values.
- Ability to work with difficult clientele with various health problems and/or needs.
- Knowledge of departmental programs and services, guidelines and parameters of services.
- Cheyenne and Arapaho Tribal Preference.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.c-a-tribes.org